

**Regular Meeting of the Township Board  
Tuesday, September 14, 2021  
Cleveland Township**

Supervisor, Tim Stein, called the meeting to order at 7:00pm. Present on roll call were, Tim Stein, Todd Nowak, Jan Nowak, Angie Diotte, & Tanelle Budd. Present from the public were Nello Valentine, Eric Carlson, & Rick Royston.

**Motion by Todd Nowak and seconded Angie Diotte to approve August 10, 2021 Minutes. Ayes: 5, Nays: 0. Motion carried.**

**Public Comment on Agenda- None**

**Supervisor's Report –Tim:** pleased to see the demolition of Sugar Loaf is underway and all the hazardous waste from inside is being removed. They drew permits to remove two of the east end buildings.

**Clerk Report – Tanelle:** Still in contact with our new payroll company and will sending out emails to all employees to sign up online. Our payroll date will be pushed to the 3<sup>rd</sup> Tuesday of the month starting in October.

Please email the clerk items that pertain to invoices, reimbursements, payroll, or meeting attendance. Two reasons: tasks are tracked for the clerk via email retention and by texting each other we open our cell phones up for a FOIA issue. Please do not include pertinent information in a text that could be a compliance issue.

**Tim:** I know that texting is easier and a quicker response, but Tanelle is right. We need to steer away from texting and use email.

Cemetery plot sales have gone up.

Hall Rental- should we discuss increasing out rate? Right now it's \$150 for residents and \$200 for non-residents. It's only \$50 for meetings. I think some places have increased their rentals, not sure on the town hall level, but venues in general have.

**Jan:** It's been 10 years since the last time we increased the rental rates.

**Tim:** So we haven't raised it for 9-10 years?

**Jan-** We're still in line for the size and what we charge. We were still charging more than some of the other locations, like on Maple City Hwy.

**Tim:** Tanelle, do a search and see what the other halls are charging. Bring that back to the board.

**Treasurer's Report – August 31, 2021**

Revenue	\$ 5,929.93
Disbursements	\$ 72,955.55
Bank Balance	\$ 301,123.99

**Tim:** The disbursement of \$72,955.55

**Tanelle:** That is from August and the Road Commission check. The Treasurers report is a month behind due to reconciling the accounts.

**Motion by Jan Nowak and seconded Tim Stein to approve August 31, 2021 Treasurer's Report. Ayes: 5, Nays: 0. Motion carried.**

**Angie:** I just wanted to say that the new credit card will be disbursed to each of you. We don't have to worry about interest since we'll be paying of. We'll be using it for paper and supplies.

**Jan:** We haven't actually approved this yet.

**Tim:** We approved it at the last meeting.

**Jan:** No you said you would come back with the information for the amazon credit card.

**Tim:** I thought we had approved it.

**Angie:** I thought we did too.

**Jan:** No, Angie was going to come back with some more information so we could move forward with approval. I have concerns that we don't have anything really laid out for limits for each of you, who has access to it. It's not just a motion, it should be a resolution with specific guidelines for credit card usage. When I brought it up last meeting, we were going to review it. But I didn't approve it

**Tim:** Reading the last minutes, "Angie will apply for a credit card and to see what the specifications are with it. We'll have a checks and balance of the card and Angie will come back with what the limits are."

**Jan:** I would like more of a distinction in regards to how much is the monthly spending, what are the limits, and I do believe it should be a resolution to be put in place for not just now but the boards in the future.

**Tim:** What are the limits?

**Angie:** The limit of the credit card is \$12,500. We won't use that much, it so we don't have to go into Traverse and we can by stamps and use it for supplies.

**Tanelle:** Right now what we're doing is not best practice. We shouldn't be using personal funds to buy items to then be reimbursed, that is a huge liability.

**Angie:** Not going to be spending a lot, it's just for office supplies

**Jan:** I understand why you want to get a card. We need limitations in regard to how much can be spent; businesses, counties, municipalities, get in trouble with credit card usage. There needs to be limits like \$300 to treasurer, and \$1000 to the clerk because she might have to pay for Quickbooks and payroll. It should be based on the spending habits of each board member and if it needs to go above the average then it should be brought to the board for approval. Let's put a guideline in place.

**Tim:** I thought we had a discussion at the last meeting that there was going to be a limit of \$2,500 for the board.

**Jan:** You may have had that discussion but it hasn't been said during our meetings.

**Tanelle:** We'll add the resolution at the next meeting

**Jan:** I think it can still be part of the meeting record, but we do need a resolution.

**Angie:** I think \$300 for me, \$300 for Tim, and \$1000 for clerk is good.

**Tim:** I thought we did discuss it

**Jan:** It wasn't part of the meeting for a full discussion and part of the record. I do believe Tanelle has the most expenditures as clerk, especially if Quickbooks needs to be updated. So she would have more spending. You (Tim) have maintenance expenses. I just want to a safe guard for the township.

**Tim:** I agree about the safe guards, makes me nervous to have a credit card. We have a \$12,500 limit. Who is authorized to use the card right now?

**Angie:** The three of us (Clerk, Treasurer, Supervisor)

**Tim:** do we all get alerts when it's used?

**Angie:** not right now but I can set it up. Because I get the bills.

**Tim:** we do need an alert, a checks and balance so we know when and what it's being used for.

**Angie:** I can set that up tomorrow and then establish a resolution for usage.

**Tanelle:** We'll get a resolution drawn up, because I'm going to need invoicing for every expense and to see which category it falls into. We'll work on it.

**Jan:** So we'll come back next month to discuss.

**Planning Commission Report –Todd Nowak:** We had a Zoom meeting with Granicus, a guy named Bruce from South Carolina, discussed short term rentals. With Covid and everything short term rentals have gone up 37%. No real numbers because they have 65

platforms that they people use to book, and so they can't really give out specifics. They don't do any policing; they are the third party administrator. That would leave us to police our own, if we go down the road we could have to be in charge of policing it and charging fees.

**Tim:** There are outside parties when you authorize licensing through short-term rentals, and they will police and establish parameters.

**Todd-** rest of the time was spent talking about the public survey questions. We have a pretty good handle on what the township is feeling.

**Zoning Administrator's Report – Nello Valentine-** Short summary of the last month or so. Three permits were issued, and two of those included a home office, which is trending. Maple Wing camper violation, which was taken care of. With Tanelle's help she posted a new land use permit, not a complete new form, but wanted to fend off some problems before they happened. Some things that have tripped people up or people that say they didn't know about this or that when filling it out. Realized people haven't filled out an application like that before and wanted to make the process easier and more understandable.

**Zoning Board of Appeals Report – None**

**Maintenance Report – Tim:** None, but will come back 1<sup>st</sup> of November to do our park and cemetery maintenance.

**Assessor Report – Tim:** Have a meeting coming up in December, second Tuesday after the first Monday for errors and omissions. We'll discuss closer to the date.

**Other members –**

**Old Business –**

**Review/Update Cedar Area Fire and Rescue – Rick Royston:** Discussing the budget issues here. Two of the guys have started medic classes to be paramedics. The report has some approvals for some purchases, like a defibrillator, medical supplies, and paramedic items. Completion will be the end of 2022. Union negotiation are moving along, hopefully getting that taken care of before the end the year. The floor drains don't

connect to anything and they drain underneath the building. They need to terminate that, and will probably be a costly repair. Chief reached out about the Sugar Loaf demolition, there is a 40,000 tank full of water built in the side of Sugar Loaf, they would like to keep.

**Tim:** Floor drains are called French Septic systems, which are illegal now.

**Rick:** They have a contractor that is suppose to get back with a price, everyone is very busy, and no one can get in too access how it will be so it's hard to take care of.

**Todd:** Line item for personal uniform seems to grow a lot

**Tim:** We'll review that for new business.

**Review LCRC Discussion on Improvements to Little Traverse Lake Rd and Sugar Bay Lane- Possible Monies set aside in 2022/23 budget under roads.** LCRC is putting plans together for fixing up these roads. These two roads have to be considered a shared budget item, we'll alert everyone that we'll have to put some money aside for matching funds for those two roads. We are working on the most cost affective plan to improve those roads. Living on those roads gives me mixed emotions on improving them. I Can only imagine what a new asphalt coat would be like for those that already speed through there. There seem to be two sections of Little Traverse Lake Rd that could be more costly, due to underpinning. The west end doesn't seem to have some underpinning which may have to be built up.

#### **New Business –**

- a.) Review/Consider Amendment to 2021/22, Cleveland Township Budget, i.e. Planning Commission Survey Cost for Master Plan Updates-** Planning Commission budget will move from \$8,000 to \$10,500, and increasing the legal consulting from \$1,500 to \$4,000.

**Motion by Jan Nowak and seconded Tanelle Budd to approve the amendment to the Annual Budget. Ayes: 5, Nays: 0. Motion carried.**

- b.) Consideration for Approval of the CAFD 2022-2024 Recommended Budget- Review Fire Board Chair's Letter.** Approvals and changes leading up to this, and to make it all transpire, they are asking the respected township, approve increase of 10% first year cycle and 15% for the second year cycle. They are asking us to agree to exceed the agreement by 10% and to execute the

plan moving forward, which is to advance life support, which we did agree to in the fall of 2019. Looking at hard numbers and reconfirming that we still need the advance life support system and need to exceed the limits that were placed upon us in the first agreement. As a board we should approve this budget. The fireboard would also make a recommendation to update the inter-local agreement.

**Rick:** Not just the 10% agreement, there are other items that have changed that we need to readdress. The whole horizon has changed since it's been written. Need to change and amended what was previous of the four township meeting. Answer to the previous budget questions. The uniforms are dress uniforms that the department has never had. We would like more formal uniforms for events so that everyone matches. The reason the numbers have changed, the last two years of the budget we'll have more employees and we'll need more uniforms.

**Todd:** The numbers stood out and seems to jump up for the next year then go back down for the years later. What's the difference between the 21 and 22 to make a drastic jump?

**Rick:** proposal was to hire more full time staff.

**Jan:** You're increasing your staff 3 EMT's and 3 Paramedics, so we need more staff?

**Rick:** National problem with staffing, and volunteer staffing is next to impossible with the demands on fire departments. Volunteers need the same schooling as full time staff. Our staff needs to be there to make all the necessary calls without having to ask for assistance.

**Jan:** If we are increasing by 3 people how is the Social Security and Medicare going down by half.

**Rick:** I can't answer that, I'll have to get back to you on that.

**Jan:** It seems if you are hiring more people those numbers would go up.

**Rick:** Fire Fighters don't pay into Social Security.

**Jan:** there is a \$15,000 difference so that is a big change. So just the office staff, nobody else pays into FICA?

**Rick:** I'm not sure to be honest and I'm not involved with that portion.

**Angie:** Seems your saving money by hiring more employees.

**Jan:** That doesn't jive with me.

**Rick:** That's a good point.

**TIM:** Good catch Jan, seems all the other numbers are increasing let us know in October Rick.

**Rick:** we'll send you an email on the board.

**Tim:** Does that inhibit us from approving.

**Jan:** I don't want to agree with something I don't know about.

**Tim:** Not going to approve the budget tonight.

**Rick:** No issues and we'll get back to you.

**Tim:** If there are problems we'll need to see an amended budget.

**Rick:** Please review and send me an email on any other issues and I'll get back to you.

**c.) Consideration of Resolution Approving Planning Commission Recommended Amendment, Section 4.27 Watershed Protection of Article IV of the Cleveland Township Zoning Ordinance. Todd-** Calling out the few lots around the lake that are left to do a 30ft set back from waters edge with natural vegetation. You could clear access to your boat launch, and we're not saying you can't trim dead tree. We don't want a complete removal of vegetation from waters edge. MSU extensions and DNR also recommend a 35ft buffer. The rocks are protecting it, natural vegetation will hold the shore line

**Tim:** vegetation might not protect it much compared to what we have been seeing lately. I have some concerns on vegetation of the lots and how to police this ordinance. With respect from planning commission we have been asked to consider a resolution approving an amendment to this ordinance.

**Motion:** To approve the resolution to the amendment of Section 4.27 Watershed Protection of Article IV of the Cleveland Township Zoning Ordinance. Motion introduced by Todd Nowak and seconded by Jan Nowak.

**Roll call-**

**Voting for:** Jan Nowak, Todd Nowak, Tim Stein, Tanelle Budd & Angie Diott.

**Voting against:** 0

**Tim:** This ordinance shall go into affect 30 days after the publication into the Leelanau Enterprise, in accordance with the law.

**d.) Payment of Bills-**

**Jan:** I wanted to make sure why the 941 is getting paid twice this month.

**Tanelle-** That is to have a clean slate for new payroll company next month.

**Jan:** I figured but wanted to make sure.

**Motion by Todd Nowak and seconded Angie Diotte to approve payment of bills for September 13. Ayes: 5, Nays: 0. Motion Carried.**

**Correspondence – None**

**Public forum – None**

.

**Motion by Todd Nowak and seconded by Jan Nowak to adjourn meeting at 7:51 Ayes: 5, Nays: 0. Motion carried.**

Tanelle Budd, Clerk

Approved by Tim Stein, Supervisor